

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4431

TITLE: FOOD SERVICE SUPERVISOR

GRADE: S-16

DEFINITION:

Under general supervision, to assist in the administration and management of food preparation services in a large adult detention facility; to supervise, direct, and assign the work of civilians and inmate trustees; to direct all aspects of food services in the supervisor's absence; and to do related work as required.

TYPICAL TASKS:

Assists in planning, directing, assigning and reviewing the work of food services staff and assigned trustees;
Plans or assists in the planning of menus, ration ordering, stock receiving, and monthly inventories;
Trains staff and trustees in food preparation procedures;
Interprets policies and procedures;
Inspects work areas and takes action to correct health and sanitary deficiencies;
Ensures the overall maintenance of health standards in kitchen and dining areas;
Monitors quality control of all aspects of food preparation;
Monitors trustees' activities; accounts for all kitchen utensils and hardware items;
Prepares work statistics and management reports;
Completes performance evaluations of subordinate Food Service Specialists;
Recommends disciplinary action as appropriate;
Administers and directs all food service activities in the supervisor's absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of food preparation procedures and menu planning;
Knowledge of health and sanitation standards regulating the preparation and handling of food;
Knowledge of kitchen and dining area security procedures governing inmate activities in an adult detention facility;
Ability to supervise inmate trustees and subordinate civilian staff;
Ability to plan nutritious meals;
Ability to maintain records and prepare written reports;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from high school and three years of experience in cooking and/or planning meals for a large institution, supplemented by formal supervisory training or experience in planning, directing and evaluating the work of others.

ESTABLISHED: September 29, 1986